

October 8, 2003

PROCUREMENT MEMORANDUM 2003-10

ACTION

MEMORANDUM FOR Heads of Contracting Offices (HCO)

FROM: Michael S. Sade */signed/*
Director for Acquisition Management and
Procurement Executive

SUBJECT: Accurate Reporting of Contract Information

Inaccurate contract reporting remains a problem--particularly in the area of small business reporting. In an effort to improve the accuracy of contract information, I ask your help in ensuring that sufficient controls are in place to correctly identify and report your office's contract data.

Our goal is to assure the integrity of *all* contract data reported to CSTARS and the Federal Procurement Data System (FPDS). Small business data is a key component of this and by its very nature is subject to a high level of scrutiny both inside and outside the Department.

Recently, the Office of Management and Budget (OMB) requested information from all Departments, including Commerce, on the number of bundled contracts awarded in FY 2002 and FY 2003. Relying on system data, Commerce reported to OMB that approximately one dozen "bundled" contracts valued at \$2 million or higher had been awarded. OSDBU subsequently followed up each of these cases with the submitting contracting person. In every case, the contract action reported to have been "bundled" was not. This is but one example of where inaccurate contract data has created problems.

The FY 2003 fourth quarter contract bundling report is due to the Office of Small and Disadvantaged Business Utilization (OSDBU) October 10, 2003 (see the Contract Action Plan in Procurement Memorandum 2003-04). Please pay particular attention to submitting it timely and accurately.

Once transition to the new Federal Procurement Data System Next Generation (FPDS-NG) is complete, contract reporting should be more efficient and contain fewer errors. However, it is up to submitting offices to be sure that actions are coded and entered correctly.

For further information, please contact Yancey Stern in OAM's Acquisitions System group at Ystern@doc.gov or 202-482-5781, or Brenda Black in OSDBU at BBlack1@doc.gov or 202-482-3049.

cc: Small Business Specialists